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**RECERTIFICATION:  
STARTS IN APRIL**

ePM Recertification has been shifted earlier this year in order to align with other PBS applications. More details will be forthcoming as we approach the start date. We will also be announcing training for end users and project/program certifiers in April.

Tentative dates to be aware of:  
Completed Projects:  
Starts Mid- April (2 weeks)

End User and Active Projects:  
Starts Early May (5 weeks)

COMING

SOON!

**SUPPORT****ePM Resources:****ePM Support**

[epmsupport@gsa.gov](mailto:epmsupport@gsa.gov)  
(866) 367-7878

M-F 7:30 AM - 7:00 PM ET

**ePM Portal and User Resources**

<https://epm.pbs.gsa.gov/portal/>

**DESIGNATING PROJECTS IMPACTED BY COVID-19**

GSA teams managing projects impacted by COVID-19 should update their ePM/ePMXpress records using the syntax noted below. ePM/ePMXpress data is being used to report on project impacts across PBS within the [Projects Impacted by COVID-19 Report](#) and in the [D2D Projects Impacted by COVID-19 Dashboard](#).

**Project Stoppage:** If a project is stopped by GSA, a contractor's inability to continue to perform the work, or any other reason related to COVID-19:

- The project should be placed in an "On-hold" state in ePM/ePMXpress as soon as the stoppage is known.
- The ePM/ePMXpress project status field should be used to provide a brief explanation for the cause of the delay. Formatting of the update should include the following syntax:
  - 'COVID-19: Stopped [date stopped]. [brief narrative explaining the primary reason (s) for stoppage]'
  - The reason(s) for the impact should be described in the narrative, examples to use include:
    - Contractor - Labor Shortage, Delay in material/equipment, Shortage - material/equipment, Key Personnel not available
    - GSA - Building closure, GSA personnel cannot travel, Credentialing unavailable/delayed
    - Customer Request
    - Other - Local Construction Ban, Local Work Stoppage
- Estimated schedule milestones in ePM/ePMXpress should be updated.

**Project Slow-downs:** If a project is experiencing a slow-down, but has not been stopped, follow the regular ePM/ePMXpress requirements including:

- Continue to update the milestone dates and project status as conditions change.
- If a project is being slowed down due to COVID-19 but not stopped, the ePM state should remain as is, and the PM may update the project status with the COVID-19 designation for reporting purposes.
- If the design or construction acquisition is impacted:
  - Put the project in an 'On-Hold' state
  - Provide project status updates as conditions change

For additional information reference [Detailed PM/ePMXpress Guidance](#) and/or contact [nick.gicale@gsa.gov](mailto:nick.gicale@gsa.gov).

**REGIONAL TRAINING**

Training is available to all teams and organizations at no cost to the project or region. Work with the Regional System Administrators (RSAs) to determine the exact agenda, schedule and logistics. Large group trainings are most effective in a live classroom setting, but online sessions (or combination of both) are available. A minimum of two weeks notice is needed for travel approval and coordination. Training requests usually start with the RSA via the following steps:

- 1) The RSA requests a list of users to be trained to verify and / or start the licensing process as we are not supposed to train users until they are licensed.
- 2) RSAs communicate with the GSA team to determine project, training needs, phase of project, training location, reserve room and resources.
- 3) Zonal System Administrators (ZSAs)/Trainers work with the team to schedule the training date.

To sign up for project team training, contact the ePM regional coordinator or send an e-mail to [epmsupport@gsa.gov](mailto:epmsupport@gsa.gov).



## COGNOS CORNER

Follow the steps below to run the Capital Projects ePM Utilization Data Quality Report:

1. Click ePM on the ePM Portal.
2. Click 'Analytics' on the click 'Analytics' on the 'ePM Workspace' page.
3. Open the Measure Reports folder and then the ODC Measure Reports folder.
4. Click the blue arrow to the right of the report.
5. Select the preferred output format and delivery option of the report, and click 'Run'.
6. Check the 'Prompt for Values' box.
7. Select the desired Program(s), Project State(s), Acceptable Time Threshold, Unacceptable Time Threshold, Pass Criteria, and Fail Criteria.
8. Click 'Run Report'.

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## KEEPING PROJECTS UP TO DATE

It is extremely important to ensure that project data is complete, accurate, and current in ePM and other PBS systems. The data is used to inform PBS leadership of current project information prior to client interactions and in making critical decisions. PBS is committed to utilizing the data gathered from tools, including ePM/ePMXpress, to provide accurate and up-to-date information to project stakeholders like our customers and the public. Additionally, the ePM/ePMXpress information is shared with your colleagues and customer agencies in a variety of reports and dashboards.

Project teams are responsible for updating the data in their projects any time there is a change and at a minimum they **must update or confirm their project data every 30 days**. ePM/ePMXpress must be used by GSA project teams managing design and construction projects in GSA owned buildings, and for 'post occupancy' projects managed in leased space. The requirements vary based on project size, current state of the project, and project type, but comprehensive guidance can be found [here](#) on InSite.

There are currently 4,088 Small Projects and 77 Capital Projects which we have identified as potentially missing data/documents. The ePM/ePMXpress team, along with the Information Management Division, will begin a national clean-up effort for ePM/ePMXpress data starting in April in order to bring all projects in execution into compliance with the requirements. Project teams will be asked to verify and update their project data and will be supported by our ePM Support team and the Regional System Administrators (RSAs). Status of the cleanup effort will be reported to Regional and National leadership throughout the process.

We will send out an email kicking off the effort which will include comprehensive instructions and guidance, but if you have any questions contact the ePM Help Desk or your RSA.

## RWA DASHBOARD

The OPD Office of Information Management launched the revamped [RWA Dashboard](#) in mid-March. The updated dashboard gives users the ability to visually digest information on the RWA program from the RWA Entry & Tracking Application (RETA). Features of the dashboard include:

- RWA counts and authorized amounts by fiscal year, region, and top customer
- Target and results of the RWA Acceptance to Award KPI
- Financial and expiration status of RWAs
- Listing of high-risk RWAs such as RWAs that are over 5 years old or have over obligated funds
- Display of overtime utility expenses compared to RWA amounts and counts

Dashboard information can be refined by using filters including region, customer, building ownership, RWA type, status and work type, to name a few. Data supporting the dashboard is available for export to CSV (Excel) or PDF format.

The RWA Dashboard is accessible through the [D2D \(Data to Decisions\) portal](#). For more information on the ODC Dashboards, contact [tina.atkins@gsa.gov](mailto:tina.atkins@gsa.gov).

